



TREASURER

ROLE DESCRIPTION

The TREASURER is the primary steward of the PWN Global Federation's financial resources. The Treasurer serves as an advisor to the Board on the financial impact of all decision of the Federation and ensures that the financial aspects of the Federation are managed in conformance with the Federation's financial policies and French Law and Regulations. All accounts are in France. The Treasurer is responsible for ensuring that the Federation's financial reports are fully available to all City Networks and its members. It is her/his job to inform the Board of the financial implications of any proposed decisions.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board members act in accordance with the law and good governance and management practices.

DUTIES and RESPONSIBILITIES:

- Management of revenue and expenses of the federation and define yearly forecast and budget. This includes recording income / expenses, balancing all budgets and closing year end accounts, and preparing all quarterly financial statements for board meetings, reviewing, and monitoring all possible discrepancies.
- Oversees the review of and monitoring of monthly bank statements against income/expenses recorded, collect, review, and pay bills (by check or bank transfer.) Follow up on any unpaid transactions or errors in charges.
- Oversees the review of invoices sent and ongoing checks to ensure all corporate partnership invoices are paid as well as all book invoices from local networks.
- For the AGM / EGM, prepares the annual financial statements and budget review and sign off with the external accountant before the meeting date; give a full report at the AGM on the Network's financial
- Alerts the Board to any financial matters that require attention. Prepare a summary of the report for publication on the website.
- Coordinates and communicates with the Treasury/Finance VPs across all city networks to share best practices and ideas.
- Participates in monthly board teleconference, and shares with other Federation Board Members, and regularly attends City Network President teleconferences.
- Three months in advance of the Annual General Meeting, the Treasurer prepares a draft of (i.) the results of the audit of the prior fiscal year, (ii.) a report to be presented at the Annual General Meeting, and (iii.) a budget for the next fiscal year for approval by the Board.
- Sets and manages a system to pay salaried employees and undertake the payment of necessary social charges declarations. Monitor and coordinate with Community Manager all matters related to the online payment system, data collection and transfer of monies to the City Networks.
- Liaises ongoing with PWN Global regarding financial issues. Maintain relations with French Administration such as Inland Revenue Service and Social Charges Services.

- Collects and files all documents related to every transaction for each network.
- Provides new Board Members with a basic understanding of the Federation's financial structure and fiscal policies.
- Procures services from vendors to develop, maintain, and host the system and manages service providers in the implementation (development) and operation (maintenance, hosting) the IT system.
- Defines a transparent process so that quality is measured against deliverables by vendors.
- Works with service providers to drive efficiency, quality, and innovation in the system.
- Recruits an engaged team of volunteers to assist with above activities.

Time Commitment: **Approx. 5-8 hours per week** (variable and dependent on creation of a support team).

REQUIRED SKILLS and QUALIFICATIONS:

- Demonstrate relevant professional qualifications and experience in managing funds, making sound financial policies, and producing financial reports.

IDEAL BACKGROUND / EXPERIENCE:

- A minimum of 6 years of progressively responsible business experience, preferably in an international environment.
- Strong experience in accounting and finance/budgeting, together with experience in as many of the following fields as possible: human resource management, law, finance/budgeting, technology or related areas.
- This personal must be knowledgeable with French accounting rules and French Fiscal laws.
- Ideally having served as a Treasurer, City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board
- Working across cultures and fluency in written and spoken French and English in required in addition to other languages is ideal.

BENEFITS:

- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers